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Title: **Cohoes City School District and Cohoes City School District Non-Instructional Employees, Civil Service Employees Association (CSEA), Local 1000, AFSCME, AFL-CIO (2002)**

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Union: **Cohoes City School District Non-Instructional Employees, Civil Service Employees Association (CSEA), AFSCME, AFL-CIO**

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A G R E E M E N T

**BY AND BETWEEN THE
CITY OF COHOES
BOARD OF EDUCATION**

AND THE

 **CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
LOCAL 1000, AFSCME, AFL-CIO
FOR THE
COHOES SCHOOL DISTRICT UNIT**

JULY 1, 2002 - JUNE 30, 2006

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JUN 26 2006

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

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PREAMBLE

In order to effectuate the provisions of Chapter 392 of the laws of 1967 (The Public Employees' Fair Employment Act), to encourage and increase effective harmonious working relationships between the Cohoes Board of Education (here and after known as "The Board") and its non-instructional employees as represented by the Civil Service Employees Association, or (here and after referred to as "The CSEA"), to provide for the best educational interest of the pupils of the Cohoes School District.

THIS AGREEMENT is made and entered into on this 1st day of July, 2002 by and between the Board and the CSEA.

ARTICLE I RECOGNITION

- Section 1. The Employer recognizes the CSEA as the sole and exclusive bargaining representative for the unit of employees defined in Article III for the purpose of collective bargaining.
- Section 2. The Employer agrees not to negotiate with any employee covered by this Agreement or employee organization other than the CSEA for the duration of this Agreement.
- Section 3. The CSEA agrees that it does not assert the right to strike against the Employer, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, assist or participate in such a strike.
- Section 4. Negotiations - Upon written request of the CSEA, negotiations shall commence on or about March 15, immediately preceding the expiration of the Agreement.

ARTICLE II DUES DEDUCTION AND AGENCY SHOP

- Section 1. The Board shall deduct from the wages of employees, exclusively for CSEA and remit to CSEA, Inc., 143 Washington Avenue, Albany, New York 12210, membership dues for those employees who signed authorization permitting such payroll deductions. Deductions provided in this Section shall be made only if and for so long as the Employer has a valid authorization from the employee at the time the deduction is made.
- Section 2. Agency Fee - Effective July 1, 1981, the District shall deduct from the salary of employees in the bargaining unit who are not members of the CSEA an amount equivalent to the dues levied by the CSEA and shall transmit the sum as deducted to the CSEA in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The CSEA affirms that it has adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York. The provision for agency fee deduction shall continue in effect as long as the CSEA maintains such procedure. The agency fee deduction shall be made following the same procedures as applicable for dues check off, except as otherwise mandated by law or this Article of the Agreement.

**ARTICLE III
COLLECTIVE BARGAINING UNIT**

Section 1. The collective bargaining unit shall consist of the full time salaried non-instructional employees occupying the job titles listed in the Salary schedules at the end of this Agreement. In addition, it should be understood that all present positions, effective 4/4/79, will remain as salaried positions. Specifically excluded are the following positions:

Secretary to the Superintendent
Secretary to the Assistant Superintendent for Business and Operations
Treasurer
Assistant Superintendent for Business and Operations
Tax Collector
District Clerk
Supervisor of Building & Grounds
Director of Food Service

Full time employees are employees who are scheduled to work four (4) or more hours per day.

Section 2. The appropriateness of any newly created title as to inclusion or exclusion from the bargaining unit shall be mutually agreed upon between the District and CSEA. The salary grade of any newly created bargaining unit position shall be mutually agreed upon.

ARTICLE IV COMPENSATION

- Section 1. The salary schedules for unit employees effective July 1, 2002 are attached hereto and designated Schedule C. Those employees who are on a salary schedule step on June 30, 2002 shall be placed on the salary schedule step commensurate with their years of District service in that job title on July 1, 2002. Those employees who are not on a salary schedule step on June 30, 2002, or advance off the step schedule during the duration of the agreement shall receive a three (3.0%) percent salary increase in the 2002-2003 school year, a three (3.0%) percent salary increase in the 2003-2004 school year, a four (4.0%) percent salary increase in the 2004-2005 school year, and a four (4.0%) percent salary increase in the 2005-2006 school year
- Section 2 Effective July 1, 2002, longevity payments shall be made as follows:
- \$550 After 3 years service
 - \$750 After 5 years service
 - \$1050 After 10 years service
 - \$1700 After 15 years service
 - \$2300 After 20 years service
- Section 3 Employees who are eligible will receive these longevity payments on a retroactive basis.
- Section 4. Through the Labor-Management Committee, the parties agree to establish guidelines for new hires.

ARTICLE V WORK YEAR, WORK WEEK AND WORK DAY

Section 1. The work week for all employees shall in no event be in excess of forty (40) hours, consisting of five (5) consecutive workdays not in excess of eight (8) hours per day, Monday thru Friday except as herein otherwise provided. Employees hired after January 1, 1993, may be scheduled to work Saturday and/or Sunday provided they have a work week consisting of consecutive days.

Section 2. Employees work day shall be pursuant to the following schedule:

Group	# of Actual Work Hours	Lunch	Total	15 Minute AM break
Cust., Maintenance Cleaners	7.5	.5	8	Yes
School Secretaries	6.5	.5	7	Yes
School Aides/Monitors	6	.5	6.5	Yes
CHS School Aides/Monitors	6.25	.5	6.75	Yes
Maintenance Mechanics	7.5	.5	8	Yes
2 nd Shift Cust., Cleaners	7	.5	7.5	Yes
Central Office	6.5	1	7.5	Yes
Cafeteria	3.5	.5	4	No
Cafeteria	5.5	.5	6	Yes
Cafeteria	6	.5	6.5	Yes
Cafeteria	6.5	.5	7	Yes
Cafeteria MVO	6.5	.5	7	Yes
Cafeteria MVO	4.5	.5	5	Yes

12 Month Employee Work Year: (July 1 to June 30):

The Custodial and Maintenance staff shall work a seven and one-half (7-1/2) hour day, five (5) days per week. Custodians employed on the second shift will work seven (7) hours per day, five (5) days per week. Clerical Staff in the Central Office shall work six and one-half (6-1/2) hours per day, five (5) days per week. The Clerical Staff in the schools shall work six and one-half (6-1/2) hours per day, five (5) days per week when school is in session from September 1 to June 30. During summer months when school is not in session, the Clerical Staff in the schools shall work six and one-half (6-1/2) hours per day, five (5) days per week.

10 Month Employee Work Year: (September 1 to June 30):

Teacher Aides, Monitors, Cafeteria Staff and Drivers shall report from the first day of school to the last day, including Superintendent Conference Days which do not fall on holidays. The number of reporting days shall not exceed 182 days. The Clerical Staff in the schools shall work six and one-half (6-1/2) hours per day, five (5) days per week when school is in session from September 1 to June 30.

Section 3. When custodians are required to perform a building check on holidays or weekends, they shall be guaranteed a minimum of two (2) hours pay. These checks will be performed during reasonable hours on a scheduled time format set up by the District. The District may schedule flex time hours if agreeable between the employee and the employee's supervisor.

At the Central Offices, one secretary shall start work at 8:00 AM, and one secretary shall be scheduled to work until 4:30 PM. At the Middle School and High School, one secretary shall be scheduled to work at 7:30 AM during the student school year.

Section 4. The work day's hours shall not be changed unless by mutual agreement. However, in instances where the District, because of operating needs, requires work day hours other than presently in effect, two (2) weeks advance notice to such change is required. In the event that no employee voluntarily accepts the work day hour changes, assignment shall then be made to the least senior employee in the affected job title.

ARTICLE VI OVERTIME

- Section 1. The School District agrees that all employees shall be compensated at the rate of time and one-half of the employee's regular rate of pay for all hours worked after forty (40) hours in a work week, provided that paid time off shall be used in calculating the forty hours required for overtime. Whenever possible, all overtime work schedules involving specific categories of employees shall be made known in advance.
- Section 2. There shall be no change in an employee's work day or work week to avoid the payment of overtime.

ARTICLE VII WORKING CONDITIONS

- Section 1. Beginning July 1, 1978, CSEA members shall be granted the right of notification and discussion of major policy changes affecting groups of employees.
- Section 2. Custodians, truck-drivers, or other appropriate personnel shall do heavy work such as carrying books. Office Workers, Teacher Aides and Monitors and Food Service workers shall not be required to lift an unreasonably heavy weight.
- Section 3. A substitute list of part-time personnel to replace School District employees who are off the job for a period of more than one (1) week will be used, exclusive of vacation periods, in accordance with Civil Service rules.
- Section 4. Substitute employees who are used as full time substitutes for at least 40 consecutive days shall receive appropriate bargaining unit benefits except when such substitutes are substituting for an employee who is on workers' compensation or disability leave.
- Section 5. All study halls monitored by aides will be kept within reasonable limits but shall not exceed 35 students per aide.
- Section 6. The School District shall provide safety goggles for all Custodians.
- Section 7. The clerical staff in the schools shall be under no obligation to remain in their respective school building during their lunch period.
- Section 8. The District shall provide uniforms to the Motor Vehicle Operator, Assistant Motor Vehicle Operator, Custodians and Maintenance personnel which must be worn on duty. Originally each Custodian will receive two (2) pairs of pants and four (4) shirts, and annually thereafter, two (2) pairs of pants and three (3) shirts. Employees who fail to wear the uniform as required may be subject to disciplinary action. Custodial and maintenance personnel shall also be provided with a winter jacket on a biannual basis. Individual winter jackets will be replaced more frequently, as needed, if the jacket becomes unuseable due to damage or other reasons.
- Section 9. The District shall provide one (1) pair of shoes per year for Cafeteria personnel. The first pair will be provided at the end of the probation period.
- Section 10. Out-of-Title Work - An employee who is assigned and who works in a higher job classification for a period of one week shall receive payment at such higher rate at the same step placement. An employee who works in a higher job for one week preceding and is scheduled to work in a higher classification immediately after a

school holiday or recess period will be compensated at such higher rate at the same step placement during the holiday or recess period. An employee who is assigned and who works in a higher job classification for a period of one week but who works less than the regularly scheduled hours of the higher job classification will be compensated at such higher rate of pay at the same step placement only for the hours worked. Compensation for holiday and recess periods for such employees will be at the regular rate of pay based on their official job classification.

Section 11. Classroom Assignments - Teacher Aides and/or Monitors assigned to perform duties in a classroom in the absence of a teacher or substitute teacher out of the building or unavailable shall receive an additional \$9.00 per class to a maximum of \$15.00 per day effective July 1, 1997.

Effective July 1, 1999, payment shall be increased to \$10.00 per class to a maximum of \$18.00 per day.

Effective July 1, 2001, payment shall be increased to \$11.00 per class to a maximum of \$21.00 per day.

Upon request of the CSEA, the District will consider using two Teacher Aides/Monitors to cover a classroom in the absence of a teacher or sub for classroom settings that are deemed to warrant extra supervision.

Section 12. Employees shall be permitted 15 minute break periods as indicated in Article V. Upon request of the supervisor, break periods may be suspended due to the workload. However, the Employer shall not suspend more than 10 break periods in each year of this contract.

Section 13. Effective July 1987, 10-Month employees may opt to receive pay over 22 or 26 biweekly pay schedule.

Section 14. When school is closed for weather conditions, non-instructional employees with the exception of the Custodial and Maintenance staff, shall not be expected to report to their schools or offices unless notified to the contrary by their supervisor. When school is closed due to other emergencies for which custodial staff is not required (as per the Chief School Officer or their designee), the Custodial staff shall not be charged for leave time.

In the event that all snow days are not utilized during the school year, one (1) day shall be added to the Memorial Day vacation. (This shall apply only when school is not in session.)

Section 15. Employees shall be provided with a copy of their respective Civil Service job

description upon written request.

Section 16. Effective July 1, 1990, all secretarial employees who pass a Civil Service promotional examination within their respective job series shall be eligible to be reclassified to that job title.

Section 17. An employee who is required to use his/her vehicle in performance of their assigned duties, shall be paid the IRS rate per approved mile of business travel.

Employees shall be allowed 15 minutes travel time from one campus to another, and shall be allowed 5 minutes travel time between buildings on the same campus.

ARTICLE VIII HOLIDAYS

Section 1. The Central Office staff, Custodial and Maintenance staff shall be entitled to fifteen (15) paid holidays as outlined for each year of the contract period. The clerical staff in the schools shall be entitled to those holidays that are observed when the school is not in session. In the event that a holiday falls on a school day, another day will be selected to replace same, with the approval of the CSEA Unit.

Independence Day Labor Day Columbus Day Election Day (10 month employees only; if students are in session, 10 month employees will be given a floating holiday to be taken during that school year) Veterans Day Thanksgiving Day Day after Thanksgiving Last working day before Christmas	Christmas First working day after Christmas New Year's Eve Day (12 month employees only) New Year's Day Martin Luther King's Day President's Day Good Friday Memorial Day
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Section 2. In the event an employee works on a holiday, the employee may opt for another comp day or another full day's pay.

ARTICLE IX VACATIONS

Section 1. The twelve (12) month clerical staff in the schools shall receive a two (2) week vacation after one (1) year of service and three (3) weeks vacation after two (2) years of service. The Central Office staff shall receive a two (2) week vacation after one (1) year of service and four (4) weeks vacation after two (2) years of service. Vacation schedules for the above shall be prepared no later than May 1, and will be approved according to seniority.

Section 2. All Custodial and Building Maintenance Mechanics employed before July 1 on a twelve (12) month basis will earn vacation leave as follows:

5 days after 6 months of service
6 days after 7 months of service
7 days after 8 months of service
8 days after 9 months of service
9 days after 10 months of service
10 days after 11 months of service
11 days after 1 year of service
12 days after 3 years of service
13 days after 4 years of service
15 days after 5 years of service

Effective July 1, 1990, additional vacation days shall be as follows:

16 days after 6 years
17 days after 7 years
18 days after 8 years
19 days after 9 years
20 days after 10 years

Vacation schedules for Custodians and Building Maintenance Mechanics will be prepared by May 1 and are subject to the approval of the Custodial Supervisor. Vacation time preference will be based upon employee seniority.

Section 3. Earned vacation days shall not be credited to an employee unless they have completed six (6) months of continuous service.

Section 4. Vacation time is not cumulative from one fiscal year to another unless approved by the Superintendent.

Section 5. Employees hired after January 1, 1993, shall earn vacation leave as follows:

After one year - 11 days
After three years - 12 days
After four years - 13 days
After five years - 15 days
After twelve years - 20 days

ARTICLE X
SICK LEAVE AND PERSONAL LEAVE

Section 1. All non-instructional employees shall be entitled to ten (10) days sick leave per year for the first three (3) years of service. Thereafter, employees shall be entitled to sick leave as follows, accumulative to a maximum of 225 days.

12 month employees - 15 Days

10 month employees - 13 Days

Section 2. Employees shall be informed in writing once a year of their number of accumulative sick leave days.

Section 3. Employees shall be allowed a maximum of ten (10) days of leave with full pay during each school year because of serious illness in his/her immediate family in the same household; provided, however, such employee has used ten (10) of his/her accumulated sick leave days under this provision. The ten (10) days granted hereunder shall not be charged against sick leave allowance or deducted from accumulated sick leave.

An employee shall be granted an extended sick leave without pay up to one (1) year for the purpose of caring for a serious ill member of his/her family or a seriously ill nearest relative. The Board may also grant additional leave without pay for this purpose.

Section 4. Days allowed for absence due to injuries suffered on school premises or in the performance of assigned duties, subject to certification by a duly qualified physician as to duration of the disability, shall not be deducted from sick leave allowance except as provided below. In such circumstances, the Board shall continue to pay the employee his/her regular salary and benefits for the first four months of the period involved. At the end of the four months, if the employee is willing to perform light duty, is released for light duty by his/her treating physician, and such light duty is available, the employee shall return to light duty at his/her full pay. If the employee is willing and is released for light duty, but no light duty is available, then the employee shall continue to receive full pay. However, if the employee is released for light duty, and such light duty is available, but the employee is unwilling to perform the light duty, then the employee will lose 1/3 sick day for each day in full day paid status while receiving the workers' compensation benefit, until such sick leave is exhausted, at which time, the employee's compensation will solely consist of the worker's compensation benefit. If the employee is willing to perform light duty, but is not released for light duty at the end of four months, then the employee shall not be subject to the sick leave deduction. Light duty may begin prior to the end of the first four month period, unless no light duty is available. Any disputes regarding the employee's release for

light duty shall be referred to the District's workers compensation carrier's assigned independent medical evaluator (IME). The decision of the IME regarding light duty shall be binding on the employee and the District. For the period the employee is in a fully paid status, the allowance paid the employee under Workers' Compensation shall be transferred to the Board. The employee shall not lose retirement benefits or any other emoluments of value which accrue to employees not so affected.

The Burden of proving the injuries sustained or the disease contacted, was occupationally connected shall rest with the employee.

Section 5. Personal Leave - All full-time personnel shall receive four (4) personal days per year. (No accumulation). All requests for personal days are to be consistent with Article XVII. Unused personal days will be added to sick leave accumulation.

Section 6. Effective July 1, 1990, the District shall provide payment for unused, accumulated sick leave credits up to 40 days upon an employee's retirement, separation (except for termination for cause) or death. For employees with 10 or more years of full-time employment, such payment shall be made to a maximum of 50 days.

Effective July 1, 1997, for employees with 20 or more years of full-time employment, the District will provide payment for unused, accumulated sick leave credits up to 60 days upon the employee's retirement, separation (except for termination for cause) or death.

Section 7. Leave Donation Program

- a. Association members will be permitted to donate up to ten (10%) percent of their sick leave accruals as of July 1, to employees with a serious, life threatening illness who have exhausted their personal leave accruals and wish to participate in the donation program.
- b. Leave donations will be voluntary. Employees will submit their donations in writing to Assistant Superintendent for Business and Operations within five business days of the posting of the donation request. Only necessary record keeping personnel shall be informed of an employee's donation in an effort to keep all donations as anonymous as possible. The recipient will not be informed of the names of donating employees or the amount of days donated.
- c. The recipient will be placed, retroactively, on paid leave status based on the amount of donations received. If the leave donations do not cover the full period of the anticipated absence, the recipient will be on leave without pay for the remainder of that period.

- d. If leave donations exceed the number of days needed to place the recipient on paid leave status for the anticipated period of absence, unused donated days will be returned, to the extent possible, on a prorated basis to donating Association members. Only full days shall be returned to donating Association members.

ARTICLE XI OTHER LEAVES

- Section 1. All employees will be entitled to the following absences with pay each year with such days not to be deducted from sick leave:
- A. Any time necessary for appearance in any legal proceedings connected with employment or with the School System or for the performance of jury duty, or because they have been subpoenaed in a legal matter.
 - B. Time not to exceed five (5) days on any occasion in the event of the death of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, domestic partner or the primary person responsible for the employee's upbringing. The addition of domestic partner and primary person language shall sunset at the end of this agreement and shall be subject to review as to quantity of use and potential for abuse.. Time not to exceed three (3) days on any occasion in the event of the death of an employee's grandfather, grandmother, grandchild, brother or sister. Five (5) days will be allowed if grandparents, grandchild, brother or sister is a member of the employee's household.
- Section 2.
- a. Child care leave will be granted for one year upon written request. The option of a second year is obtainable upon written request, provided the request is submitted at least sixty days prior to the termination of the initial leave. This leave of absence without pay will be without benefits unless the employee is otherwise eligible under state or federal law.
 - b. Disability or illness, during and as a result of pregnancy and child birth, but prior to the commencement of an unpaid child care leave, will be regarded in the same manner as any other disability or illness. Sick leave shall not be used during an unpaid leave of absence for child care purposes. Sick leave may only be used for the time period for which a physician certifies the employee to be physically disabled due to pregnancy or childbirth and only to the extent that the employee has sick leave days available. The employee shall be entitled to commence an unpaid child care leave after such period of disability.
- Section 3. The District agrees to provide for a Secretarial Workshop Day to be scheduled on a day designated for a teacher conference day.

ARTICLE XII
PENSION, HEALTH INSURANCE, VISION CARE AND DENTAL INSURANCE

Section 1. Pensions

- A. Commencing July 1, 2002, the District shall provide the benefits of Section 75(i) of the Retirement and Social Security Law in accordance with the rules and regulations of the New York State Employees' Retirement System. All unit members shall be eligible to join the New York State Employees' Retirement System in accordance with its rules and regulations.
- B. It is agreed that, under Section 41-j and 341-J of the Retirement and Social Security Law, up to 165 days of an employee's unused sick leave is to be applied as additional service credit upon retirement. This provision will be effective June 18, 1979.

Section 2. Health Insurance

- A. All non-instructional employees of the School District shall be eligible for membership in the Blue Shield Par Plus. The School District shall contribute 100% of an individual's premium and 90% of the family plan for dependents. However, employees hired on or after July 1, 1993, who choose the family plan shall pay 20% of the premium and the District will pay 80% of the plan.

Effective July 1, 1998, premium for employees shall be split with the employer paying 97.5% and the employee paying 2.5% for any plan chosen by the employee.

Effective July 1, 2000, the premium cost split for employees shall become 95% paid by the employer and 5% paid by the employee for any plan chosen by the employee.
- B. Commencing July 1, 1973, the School District shall contribute 100% of an individual's premium and 50% of the family plan for dependents after retirement.
- C. Deductibles. Effective 7/1/98, the annual deductibles shall become \$200 for individual and \$400 for the family plan.
- D. Co-Pays. Effective 7/1/98, the HMO co-pays shall be \$15 per office visit.

- Section 3. Dental Insurance - Effective July 1, 1984, the Cohoes CSD will pay, in full, the cost of the CSEA Dental Insurance Plan.
- Section 4. Vision Care Insurance - Effective January 1, 1991, the Cohoes CSD shall provide to all employees the CSEA Employee Benefit Fund Vision Care Plan.
- Section 5. Effective July 1, 1998 the District shall initiate an IRC 125 Plan.
- Section 6. Health Insurance Buyout
- a. Unit members or retirees that are otherwise health insured may voluntarily opt out of the School District's health insurance program and receive a payment for opting out as follows:

Individual/Retiree -	\$1,200
Two-Person -	\$2,000
Family -	\$2,500
 - b. The employee must give written notice of opting out on or before May 31st for the period commencing July 1st of the following school year and must also produce proof of other health insurance at the time of making application for the buyout.
 - c. Re-entry into the District's health insurance program shall be allowed at any time, subject only to the waiting period, if any, of the health insurance program's rules and regulations. Upon re-entry, the unit member must refund the pro-rated amount of the buy-out paid for the remaining months of the applicable year. Newly hired employees may opt out of and receive this benefit on a pro-rated basis where applicable, at the time of hire, provided that proof of other health insurance is furnished to the Business Office at the time of making written application.
 - d. In the event that a unit member leaves the employ of the District after receiving a buy-out payment, but before the end of the applicable time period covered by the payment, said unit member shall be obligated to repay the District on a pro-rated basis the amount of the buy-out payment for the part of the period of the buy-out. The District is also expressly authorized to deduct that amount from the remaining paycheck(s) of said employee in the event that repayment is not otherwise made.
 - e. One half of the buyout amount shall be paid in December, the other half of the buyout amount shall be paid in June.
 - f. This provision sunsets with the termination of this contract.

ARTICLE XIII SENIORITY

- Section 1. Seniority shall begin when a person is appointed to a position in our System and shall be based on continuous service from that date. Retroactive full time or pro-rated part-time seniority accumulation will be allowed for continuous service immediately preceding appointment. Departmental seniority shall be established within the following groups: 1) Cleaners and Custodians, 2) Maintenance Mechanic, 3) Clerical Staff in Schools and Central Office, and 4) Full-Time Teacher Aides/Monitors, and 5) Full-Time Cafeteria Personnel.
- Section 2. In the event of a reduction of the work force, the employee with the least seniority within a department shall be laid off first.
- Section 3.
- A. All promotions, vacancies and new openings shall be posted in a conspicuous place at least five (5) days prior to the position being filled.
 - B. Notices to posted positions shall contain the title of the position to be filled, the minimum qualifications of the position as determined by the Cohoes Civil Service Commission, the current work location, the shift of the position and the annual salary range.
 - C. All job positions will be given to the Unit President before being posted.
 - D. Preferential consideration to vacant position shall be given to employees holding the same job title on a permanent basis who seek reassignment to another work location.
 - E. Appointments to competitive class positions shall be made in accordance with applicable Civil Service rules.
 - F. Appointments to vacancies in the non-competitive and labor class and provisional appointments shall be made on the basis of qualifications, experience and seniority.
 - G. Employees not selected for job vacancies shall be notified in writing of the fact of non-selection.
- Section 4. Bargaining unit employees who apply for posted positions, and who are qualified for the position, shall be interviewed for the position.
- Section 5. An employee who is promoted to a higher job classification shall be placed on a step that would reflect a salary raise closest to and above his/her present salary.

Section 6. Employees who fail the test in the promotional position, or who do not satisfactorily complete the probationary period of the promotional position, shall be entitled to return to their former position or an equivalent position.

Section 7. The District shall provide to the CSEA Unit President the name, title, social security number, seniority date and rate of pay for all members of the bargaining unit by the first week of October of each year.

The District agrees to notify the Unit President of all new hires and employment status changes as they occur during the year.

**ARTICLE XIV
GRIEVANCE AND DISCIPLINARY PROCEDURE**

- Section 1. The grievance procedure is outlined under Appendix "A" which is an addendum to this contract.
- Section 2. The disciplinary procedure is outlined under Appendix "B" which is an addendum to this contract.
- Section 3. The District agrees to provide both the employee and CSEA Unit President, a copy of all disciplinary charges.

ARTICLE XV RECIPROCAL RIGHTS

- Section 1. The Board recognizes the right of CSEA employees to designate representatives to appear on their behalf to adjust salaries, working conditions, grievances and disputes as to the terms and conditions of this contract and to visit employees during working hours. Such representatives shall also be permitted to appear at hearings before the Board upon the request of the employee.
- Section 2. The Board shall administer their obligations under this contract in a manner which shall be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race or creed.
- Section 3. The CSEA shall have the right to post notices and other communications on bulletin boards maintained on the premises and facilities of the Employer. Such notices shall be submitted to the Superintendent of Schools for approval prior to posting.
- Section 4. Employees who are appointed or elected for the purpose of adjusting a grievance or assisting in the administration of the contract shall be permitted a reasonable amount of time free from their regular duties to fulfill these obligations. It shall be understood that these obligations have as their purpose the maintenance of harmonious and cooperative relations between the employee and the Employer and to provide for uninterrupted operation of the Cohoes City School District.
- Section 5. The CSEA Unit President or designee, shall be allowed three (3) paid days per year for attending a CSEA sponsored function.
- Section 6. The District agrees to provide the CSEA Unit President with a copy of the Board of Education Meeting Minutes.

ARTICLE XVI
PAST PRACTICES

Any rights, privileges, or benefits already accorded to the employees of the Cohoes School District, unless specifically excluded by this Agreement, shall not be rescinded.

ARTICLE XVII ATTENDANCE

Section 1. Both the School District and the CSEA recognize the need for and importance of employees maintaining a good attendance record. Sick leave is to be used for legitimate illness and personal leave is to be used for business of a personal nature that can only be conducted during work hours. Neither personal leave nor sick leave may be used to extend a vacation or holiday or holiday weekend, (i.e., such days may not be used on schedule work days immediately before or after the holiday, holiday-weekend, or vacation period). If an employee wishes to use a personal leave day immediately before or after a holiday, holiday weekend or vacation period, the employee must provide a reason for such request on the leave request form.

The District may require that an employee provide proper documentation verifying an illness if it is suspected that the employee has developed a pattern of sick leave misuse or has used an excessive amount of sick leave. Such requirement shall be in writing and shall apply to each future absence if the pattern of sick leave continues. This requirement of furnishing a doctor's verification shall be for a reasonable time and shall not exceed five (5) months.

Section 2. The School District shall establish standards of attendance which shall be consistent with all the provisions of this Agreement. An Attendance Committee, consisting of two Unit members selected by the Unit President and two District Officials selected by the Superintendent of Schools, shall review cases of attendance problems presented to it by the District and CSEA and make recommendations to the Business Manager.

ARTICLE XVIII

LABOR-MANAGEMENT COMMITTEE

Section 1. The parties to this Agreement hereby establish a Labor-Management Committee composed of three (3) designees of the CSEA and three (3) designees of the Board of Education. The Committee shall meet at least four (4) times a year to discuss labor-management situations.

ARTICLE XIX
REVIEW OF PERSONNEL FILES

- Section 1. Employees shall be allowed to review their personnel file in the presence of an appropriate official of the District upon five days written notice to the District.
- Section 2. Employees shall be notified of all derogatory material, in reference to employment activities, placed in their personnel folder at the time of placement. Employees may submit a rebuttal of reasonable length on any such derogatory material. The rebuttal shall be placed in the personnel file.

**ARTICLE XX
LEGISLATIVE ACTION**

It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefor, shall not become effective until the appropriate legislative body has given approval.

**ARTICLE XXI
DURATION**

This Agreement shall commence on July 1, 2002, and continue in effect through June 30, 2006.

FOR THE DISTRICT:

FOR THE CSEA UNIT:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SCHEDULE "A"

GRIEVANCE PROCEDURE

DECLARATION OF PRINCIPLES

Every employee shall have the right to present his/her grievance in accordance with the procedures provided herein, free from interference, coercion, restraint, discrimination or reprisal and shall have the right to be represented at all stages of the grievance procedure by a representative from CSEA.

SUBJECT MATTER

A "grievance" shall mean any violation, misinterpretation or inequitable application of the employment contract, existing laws, rules, procedures, regulations, administrative order or work rules or any other condition or employment which relates to or involves the employee(s), unless otherwise reviewable by law.

INITIAL PRESENTATION

- A. An employee who claims to have a grievance shall present his/her grievance to the Immediate Supervisor, orally, within twenty (20) working days after the grievance occurs, or becomes known to the employee.
- B. The Immediate Supervisor shall discuss the grievance with the employee; shall make such investigation as necessary, and shall consult with his/her supervisors if necessary on an informal basis.
- C. Within five (5) working days after the presentation of the grievance, the Immediate Supervisor shall make his/her decision and communicate the decision to the employee presenting the grievance and to the employee's representative, if any.

SECOND STAGE

- A. If an employee presenting a grievance be not satisfied with the decision made by their Immediate Supervisor, they may, within five (5) working days thereafter, request a review and determination of their grievance by the Superintendent. Such request must be in writing and shall contain a statement as to the specific nature of the grievance and the facts relating to it. Such request shall be served upon both the Superintendent and the Immediate Supervisor to whom the grievance was originally presented. Thereupon, and within two (2) working days after receiving such request, the Immediate Supervisor shall submit to the Superintendent a written statement of their information concerning the nature of the grievance and the facts relating to it.
- B. The Superintendent or the Superintendent's designee may, and at the request of the

employee shall, hold a hearing within five (5) working days after receiving the written request and statement from the employee. The employee and their representative, if any, may appear at the hearing and present oral statements or arguments.

- C. Within five (5) working days after the close of the hearing, or within eight (8) working days after the grievance has been submitted to them, if there was no hearing, the Superintendent or the Superintendent's designee, shall make their decision and communicate the same to the employee presenting the grievance and to the employee's representative, if any.

LEGISLATIVE REVIEW

- A. If an employee presenting a grievance is not satisfied with the decision made by the Superintendent, or the Superintendent's designee, he/she may, within five (5) days thereafter, request a review by the local legislative body. The legislative body, or a sub-committee thereof, shall hold a hearing within ten (10) working days after receipt of the written request for review.
- B. New evidence, testimony, or arguments, as well as any document, exhibit or other information submitted to the Department Head, or his/her nominee, may be introduced by the employee or the Department Head, or his/her nominee.
- C. The Legislative Review Hearing shall not be bound by formal rules of evidence.
- D. The Legislative Body shall render a decision within thirty (30) calendar days after the close of the hearing and shall communicate same to the employees and his/her representative, if any.

FINAL AND BINDING ARBITRATION

If the grievance is unresolved by the decision of the Legislative Body, CSEA may submit the grievance to the Public Employment Relations Board (PERB), for final and binding arbitration by a PERB Arbitrator. The cost of the Arbitrator shall be shared equally by CSEA and the School Board.

GENERAL CONDITIONS

- a. Any meeting or any step in the grievance procedure may be waived if both parties consent. Similarly, any time limit, either for rendering a decision or conducting a hearing, can be extended with the consent of both parties. A request for an extension in time must be made in writing.+
- b. If a decision is not made within the required time limit, the grievant can advance the appeal to the next step.

- c. Grievances involving two (2) or more employees may be filed by the CSEA directly at the Second Stage level.

SCHEDULE "B"
DISCIPLINARY PROCEDURE

- Section 1. An employee shall not be terminated or otherwise subject to Disciplinary penalty until the following procedures have been utilized, except as allowed in Section 8 below.
- Section 2. When the District seeks the imposition of a written reprimand, a fine not to exceed \$100, suspension without pay for a period not to exceed 30 days, demotion in title, imposition of a probationary period, or dismissal from District service, notice of such discipline shall be made in writing and served upon the employee. Discipline shall be imposed only for incompetency, misconduct or insubordination. The specific acts for which discipline is being sought and the proposed penalty shall be specified in the notice.
- Section 3. An employee facing disciplinary action shall be allowed ten (10) days for answering the charge in writing to the Superintendent of Schools. A meeting shall be held by the Superintendent, or designee, within five (5) days of the employee's appeal, with a written determination rendered within five (5) days of the meeting.
- The meeting held by the Superintendent or designee shall only be rescheduled by mutual agreement, which shall not be unreasonably withheld by either party. Any rescheduled meeting must take place within ten (10) business days, unless extended by mutual agreement. If the rescheduled meeting does not take place as scheduled, and such failure is not the result of the District's availability, the District may implement the penalty on the rescheduled date. If the rescheduled meeting does not take place as a result of the District's representatives being unavailable, the District cannot implement the penalty unless otherwise authorized herein.
- Section 4. CSEA may file an adverse determination of the Superintendent to final and binding arbitration through the PERB. A notice to the District of CSEA's intent to arbitrate the matter shall be provided within ten (10) days of receipt of the Superintendent's decision.
- Section 5. No penalty may be implemented prior to the utilization of this procedure unless mutually agreed to at any level of the procedure, except as allowed under Section 8 below.
- Section 6. The decision of the arbitrator in all disciplinary matters shall be final and binding. The cost of such arbitration shall be shared equally by the Union and District.
- Section 7. Probationary employees shall not be afforded the disciplinary and termination protection provided herein, including Section 8 below.
- Section 8. If the district determines that a worker's presence at work endangers or jeopardizes the health or safety of others in the workplace, the district may immediately

discharge or suspend the employee without pay. If the union objects to the discharge or suspension, the union can file for arbitration within ten workdays of the suspension or discharge. The filing for arbitration by the union shall be by registered mail, or by certified mail with proof of service, with copies to both PERB and the Superintendent of Schools. Failure to file for arbitration within the ten workdays of the suspension or discharge shall constitute a withdrawal of the grievance. While suspended, the employee may use sick leave, personal leave or vacation.

SCHEDULE C

Top Step Consideration: Those employees who are not on a salary schedule step on June 30, 2002, or advance off the step schedule during the duration of the agreement shall receive a three percent (3%) salary increase in the 2002-2003 school year, a three percent (3%) salary increase in the 2003-2004 school year, a four percent (4%) salary increase in the 2004-2005 school year, and a four percent (4%) salary increase in the 2005-2006 school year.

Food Services Department (A)

	Food Service Helper 6 hrs	Food Service Helper 7 hrs	Assistant Cook 6.5 hrs	Head Cook 7 hrs	Motor Vehicle Operator 5 hrs	Motor Vehicle Operator 7 hrs
FY2003						
1	\$11,765	\$13,726	\$13,264	\$15,121	\$10,139	\$23,694
2	\$12,083	\$14,096	\$13,622	\$15,528	\$10,414	\$24,334
3	\$12,512	\$14,598	\$13,887	\$15,963	\$10,699	\$24,618
4	\$12,947	\$15,105	\$14,154	\$16,393	\$10,989	\$24,863
5	\$13,376	\$15,606	\$15,687	\$16,823	\$11,274	\$25,156
6	\$13,809	\$16,110	\$15,221	\$17,256	\$11,563	\$25,419
7	\$14,238	\$16,611	\$15,723	\$17,685	\$11,850	\$25,687
8	\$14,670	\$17,116	\$16,289	\$18,262	\$12,136	\$26,047
9	\$15,095	\$17,611	\$16,822	\$18,842	\$12,424	\$26,405
10	\$15,498	\$18,081	\$17,355	\$19,416	\$12,711	\$26,758
11	\$15,959	\$18,620	\$17,893	\$20,275	\$13,000	\$27,116
FY2004						
1	\$11,863	\$13,840	\$13,374	\$15,247	\$10,223	\$23,891
2	\$12,183	\$14,213	\$13,735	\$15,657	\$10,500	\$24,536
3	\$12,616	\$14,719	\$14,002	\$16,095	\$10,788	\$24,822
4	\$13,054	\$15,230	\$14,271	\$16,529	\$11,080	\$25,069
5	\$13,487	\$15,736	\$15,817	\$16,963	\$11,368	\$25,365
6	\$13,924	\$16,244	\$15,347	\$17,399	\$11,659	\$25,630
7	\$14,356	\$16,749	\$15,854	\$17,832	\$11,948	\$25,900
8	\$14,792	\$17,258	\$16,424	\$18,414	\$12,237	\$26,263
9	\$15,220	\$17,757	\$16,962	\$18,998	\$12,527	\$26,624
10	\$15,627	\$18,231	\$17,499	\$19,577	\$12,817	\$26,980
11	\$16,091	\$18,775	\$18,042	\$20,443	\$13,108	\$27,341

Steps	Food Service Helper 6 hrs	Food Service Helper 7 hrs	Assistant Cook 6.5 hrs	Head Cook 7 hrs	Motor Vehicle Operator 5 hrs	Motor Vehicle Operator 7 hrs
FY2005						
1	\$11,939	\$13,929	\$13,460	\$15,344	\$10,289	\$24,044
2	\$12,261	\$14,304	\$13,823	\$15,757	\$10,568	\$24,693
3	\$12,697	\$14,813	\$14,092	\$16,199	\$10,857	\$24,981
4	\$13,138	\$15,328	\$14,363	\$16,635	\$11,151	\$25,230
5	\$13,573	\$15,836	\$15,918	\$17,071	\$11,440	\$25,527
6	\$14,013	\$16,348	\$15,446	\$17,511	\$11,734	\$25,794
7	\$14,448	\$16,856	\$15,955	\$17,946	\$12,025	\$26,066
8	\$14,886	\$17,369	\$16,529	\$18,531	\$12,315	\$26,431
9	\$15,318	\$17,871	\$17,070	\$19,120	\$12,607	\$26,795
10	\$15,727	\$18,348	\$17,611	\$19,702	\$12,899	\$27,153
11	\$16,194	\$18,895	\$18,157	\$20,574	\$13,192	\$27,516

FY2006

1	\$12,026	\$14,030	\$13,558	\$15,456	\$10,364	\$24,219
2	\$12,351	\$14,408	\$13,924	\$15,872	\$10,645	\$24,873
3	\$12,789	\$14,922	\$14,195	\$16,317	\$10,936	\$25,164
4	\$13,234	\$15,440	\$14,468	\$16,756	\$11,233	\$25,414
5	\$13,672	\$15,952	\$16,035	\$17,196	\$11,524	\$25,713
6	\$14,115	\$16,467	\$15,558	\$17,638	\$11,819	\$25,982
7	\$14,554	\$16,979	\$16,071	\$18,077	\$12,113	\$26,256
8	\$14,995	\$17,495	\$16,650	\$18,667	\$12,405	\$26,624
9	\$15,430	\$18,001	\$17,195	\$19,260	\$12,699	\$26,990
10	\$15,841	\$18,482	\$17,740	\$19,846	\$12,993	\$27,351
11	\$16,313	\$19,033	\$18,290	\$20,724	\$13,288	\$27,717

School Clerical (B)

Steps	Aide/ Monitor	Clerk 10 mo	Typist 10 mo (4 hrs)	Typist 10 mo	Typist 12 mo	Sr. Typist 10 mo	Sr. Typist 12 mo	Steno 12 mo	AV Clerk/ Typist 10 mo	Receptionist 12 mo
FY2003										
1	\$12,323	\$14,890	\$9,974	\$17,455	\$20,164	\$18,568	\$21,277	\$21,493	\$20,263	\$20,800
2	\$12,656	\$15,292	\$10,243	\$17,926	\$20,709	\$19,069	\$21,851	\$22,073	\$20,811	\$21,163
3	\$13,084	\$15,652	\$10,410	\$18,218	\$21,140	\$19,361	\$22,284	\$22,652	\$21,097	\$21,532
4	\$13,519	\$16,015	\$10,580	\$18,511	\$21,570	\$19,655	\$22,714	\$23,225	\$21,383	\$21,908
5	\$14,095	\$16,444	\$10,739	\$18,795	\$22,002	\$19,938	\$23,145	\$23,872	\$21,669	\$22,290
6	\$14,737	\$16,911	\$10,905	\$19,081	\$22,433	\$20,226	\$23,577	\$24,589	\$21,959	\$22,679
7	\$15,169	\$17,270	\$11,068	\$19,367	\$22,863	\$20,512	\$24,006	\$25,309	\$22,245	\$23,075
8	\$15,605	\$17,632	\$11,235	\$19,660	\$23,296	\$20,803	\$24,441	\$26,173	\$22,533	\$23,478
9	\$16,033	\$17,990	\$11,397	\$19,946	\$23,872	\$21,090	\$24,868	\$27,036	\$22,819	\$23,887
10	\$16,533	\$18,490	\$11,897	\$20,446	\$24,372	\$21,590	\$25,368	\$27,536	\$23,319	\$24,387
11	\$17,033	\$18,990	\$12,397	\$20,946	\$24,872	\$22,090	\$25,868	\$28,036	\$23,819	\$24,887
FY 2004										
1	\$12,425	\$15,014	\$10,057	\$17,600	\$20,331	\$18,722	\$21,454	\$21,671	\$20,431	\$20,973
2	\$12,761	\$15,419	\$10,328	\$18,075	\$20,881	\$19,227	\$22,032	\$22,256	\$20,984	\$21,339
3	\$13,193	\$15,782	\$10,496	\$18,369	\$21,315	\$19,522	\$22,469	\$22,840	\$21,272	\$21,711
4	\$13,631	\$16,148	\$10,668	\$18,665	\$21,749	\$19,818	\$22,903	\$23,418	\$21,560	\$22,090
5	\$14,212	\$16,580	\$10,828	\$18,951	\$22,185	\$20,103	\$23,337	\$24,070	\$21,849	\$22,475
6	\$14,859	\$17,051	\$10,996	\$19,239	\$22,619	\$20,394	\$23,773	\$24,793	\$22,141	\$22,867
7	\$15,295	\$17,413	\$11,160	\$19,528	\$23,053	\$20,682	\$24,205	\$25,519	\$22,430	\$23,267
8	\$15,735	\$17,778	\$11,328	\$19,823	\$23,489	\$20,976	\$24,644	\$26,390	\$22,720	\$23,673
9	\$16,166	\$18,139	\$11,492	\$20,112	\$24,070	\$21,265	\$25,074	\$27,260	\$23,008	\$24,085
10	\$16,670	\$18,643	\$11,996	\$20,616	\$24,574	\$21,769	\$25,579	\$27,765	\$23,513	\$24,589
11	\$17,174	\$19,148	\$12,500	\$21,120	\$25,078	\$22,273	\$26,083	\$28,269	\$24,017	\$25,094

Aide/ Steps Monitor	Clerk 10 mo	Typist 10 mo (4 hrs)	Typist 10 mo	Typist 12 mo	Sr. Typist 10 mo	Sr. Typist 12 mo	Steno 12 mo	AV Clerk/ Typist 10 mo	Receptionist 12 mo
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FY 2005

1	\$12,505	\$15,110	\$10,121	\$17,713	\$20,461	\$18,842	\$21,591	\$21,810	\$20,562	\$21,107
2	\$12,843	\$15,518	\$10,394	\$18,190	\$21,015	\$19,350	\$22,173	\$22,399	\$21,118	\$21,475
3	\$13,277	\$15,883	\$10,564	\$18,487	\$21,452	\$19,647	\$22,613	\$22,986	\$21,408	\$21,850
4	\$13,718	\$16,251	\$10,736	\$18,784	\$21,888	\$19,945	\$23,049	\$23,568	\$21,698	\$22,231
5	\$14,303	\$16,687	\$10,897	\$19,072	\$22,327	\$20,232	\$23,486	\$24,224	\$21,989	\$22,619
6	\$14,954	\$17,160	\$11,066	\$19,363	\$22,764	\$20,524	\$23,925	\$24,952	\$22,283	\$23,014
7	\$15,393	\$17,525	\$11,231	\$19,653	\$23,200	\$20,815	\$24,360	\$25,682	\$22,573	\$23,415
8	\$15,835	\$17,892	\$11,401	\$19,950	\$23,640	\$21,110	\$24,802	\$26,559	\$22,865	\$23,824
9	\$16,270	\$18,255	\$11,565	\$20,240	\$24,224	\$21,401	\$25,235	\$27,435	\$23,156	\$24,239
10	\$16,777	\$18,763	\$12,073	\$20,748	\$24,732	\$21,909	\$25,742	\$27,942	\$23,663	\$24,747
11	\$17,284	\$19,270	\$12,580	\$21,255	\$25,239	\$22,416	\$26,250	\$28,450	\$24,170	\$25,254

FY 2006

1	\$12,596	\$15,220	\$10,195	\$17,842	\$20,611	\$18,979	\$21,749	\$21,969	\$20,712	\$21,261
2	\$12,936	\$15,631	\$10,470	\$18,323	\$21,168	\$19,492	\$22,335	\$22,562	\$21,272	\$21,632
3	\$13,374	\$15,999	\$10,641	\$18,622	\$21,608	\$19,790	\$22,778	\$23,154	\$21,565	\$22,009
4	\$13,819	\$16,370	\$10,814	\$18,921	\$22,048	\$20,091	\$23,217	\$23,740	\$21,857	\$22,393
5	\$14,407	\$16,808	\$10,977	\$19,212	\$22,490	\$20,380	\$23,658	\$24,401	\$22,149	\$22,784
6	\$15,064	\$17,286	\$11,147	\$19,504	\$22,930	\$20,674	\$24,099	\$25,134	\$22,446	\$23,182
7	\$15,505	\$17,653	\$11,313	\$19,796	\$23,370	\$20,967	\$24,538	\$25,870	\$22,738	\$23,586
8	\$15,951	\$18,023	\$11,484	\$20,096	\$23,812	\$21,264	\$24,983	\$26,753	\$23,032	\$23,998
9	\$16,388	\$18,389	\$11,650	\$20,388	\$24,401	\$21,557	\$25,419	\$27,635	\$23,325	\$24,416
10	\$16,899	\$18,900	\$12,161	\$20,899	\$24,912	\$22,068	\$25,930	\$28,146	\$23,836	\$24,927
11	\$17,410	\$19,411	\$12,672	\$21,410	\$25,423	\$22,580	\$26,441	\$28,657	\$24,347	\$25,439

Maintenance and Custodial (C)

Steps	Cleaner/ Courier	Groundskeeper/ Custodian OR Custodian	Senior Custodian	Building Maintenance Mechanic	Motor Vehicle Operator	Security
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FY2003

1	\$23,918	\$26,686	\$30,156	\$28,886	\$32,495	\$25,309
2	\$24,563	\$27,406	\$30,971	\$29,665	\$33,373	\$25,993
3	\$24,992	\$27,840	\$31,832	\$30,533	\$33,765	\$26,446
4	\$25,425	\$28,271	\$32,694	\$31,391	\$34,098	\$26,905
5	\$25,851	\$28,703	\$33,560	\$32,252	\$34,499	\$27,356
6	\$26,286	\$29,132	\$34,420	\$33,115	\$34,858	\$27,815
7	\$26,715	\$29,568	\$35,283	\$33,980	\$35,231	\$28,270
8	\$27,150	\$29,994	\$36,145	\$34,841	\$35,725	\$28,731
9	\$27,578	\$30,427	\$37,008	\$35,708	\$36,212	\$29,184
10	\$28,003	\$30,852	\$37,433	\$36,133	\$36,637	\$29,609
11	\$28,428	\$31,277	\$37,858	\$36,558	\$37,062	\$30,034

FY 2004

1	\$24,117	\$26,907	\$30,406	\$29,126	\$32,765	\$25,519
2	\$24,767	\$27,633	\$31,228	\$29,911	\$33,650	\$26,209
3	\$25,199	\$28,071	\$32,096	\$30,786	\$34,045	\$26,666
4	\$25,636	\$28,506	\$32,965	\$31,652	\$34,381	\$27,128
5	\$26,066	\$28,941	\$33,839	\$32,520	\$34,785	\$27,583
6	\$26,504	\$29,374	\$34,706	\$33,390	\$35,147	\$28,046
7	\$26,937	\$29,813	\$35,576	\$34,262	\$35,523	\$28,505
8	\$27,375	\$30,243	\$36,445	\$35,130	\$36,022	\$28,969
9	\$27,807	\$30,680	\$37,315	\$36,004	\$36,513	\$29,426
10	\$28,235	\$31,108	\$37,744	\$36,433	\$36,941	\$29,855
11	\$28,664	\$31,537	\$38,172	\$36,861	\$37,370	\$30,283

FY 2005

1	\$24,271	\$27,080	\$30,601	\$29,312	\$32,974	\$25,682
2	\$24,925	\$27,810	\$31,428	\$30,103	\$33,865	\$26,376
3	\$25,361	\$28,251	\$32,302	\$30,983	\$34,263	\$26,836
4	\$25,800	\$28,688	\$33,176	\$31,854	\$34,601	\$27,302
5	\$26,232	\$29,126	\$34,055	\$32,728	\$35,008	\$27,760
6	\$26,674	\$29,562	\$34,928	\$33,604	\$35,372	\$28,225
7	\$27,109	\$30,004	\$35,804	\$34,481	\$35,751	\$28,687
8	\$27,551	\$30,437	\$36,678	\$35,355	\$36,252	\$29,155
9	\$27,985	\$30,876	\$37,554	\$36,235	\$36,746	\$29,615
10	\$28,416	\$31,307	\$37,985	\$36,666	\$37,178	\$30,046

11	\$28,847	\$31,738	\$38,417	\$37,097	\$37,609	\$30,477
	Cleaner/ Steps Courier	Groundskeeper/ Custodian OR Custodian	Building Senior Custodian	Motor Maintenance Mechanic	Vehicle Operator	Security
FY 2006						
1	\$24,448	\$27,277	\$30,824	\$29,526	\$33,215	\$25,870
2	\$25,107	\$28,013	\$31,657	\$30,322	\$34,113	\$26,569
3	\$25,546	\$28,457	\$32,537	\$31,210	\$34,513	\$27,032
4	\$25,988	\$28,898	\$33,419	\$32,087	\$34,854	\$27,501
5	\$26,424	\$29,339	\$34,304	\$32,967	\$35,264	\$27,962
6	\$26,869	\$29,778	\$35,183	\$33,849	\$35,630	\$28,431
7	\$27,307	\$30,223	\$36,065	\$34,733	\$36,012	\$28,896
8	\$27,752	\$30,659	\$36,946	\$35,613	\$36,517	\$29,368
9	\$28,189	\$31,101	\$37,828	\$36,499	\$37,014	\$29,831
10	\$28,624	\$31,536	\$38,263	\$36,934	\$37,449	\$30,265
11	\$29,058	\$31,970	\$38,697	\$37,368	\$37,883	\$30,700

Central Office Clerical (D)

Steps	Senior Steno/Sr. Acct Clerk Typist	Steno/ Account Clerk/ Typist	Account Clerk/ Senior Typist	Typist	Clerk	Computer Network Manager	Computer Support Technician
FY2003							
1	\$26,309	\$25,165	\$24,446	\$23,585	\$23,011	\$30,000	\$20,500
2	\$27,747	\$26,604	\$25,885	\$25,017	\$24,446	\$30,750	\$21,250
3	\$28,017	\$26,874	\$26,155	\$25,287	\$24,716	\$31,510	\$22,010
4	\$28,287	\$27,144	\$26,425	\$25,557	\$24,986	\$32,280	\$22,780
5	\$28,557	\$27,414	\$26,695	\$25,827	\$25,256	\$33,060	\$23,560
6	\$29,183	\$28,038	\$27,337	\$26,463	\$25,885	\$33,850	\$24,350
7	\$29,453	\$28,308	\$27,607	\$26,733	\$26,155	\$34,650	\$25,150
8	\$29,723	\$28,578	\$27,877	\$27,003	\$26,425	\$35,460	\$25,960
9	\$29,993	\$28,848	\$28,147	\$27,273	\$26,695	\$36,280	\$26,780
10	\$30,263	\$29,118	\$28,417	\$27,543	\$26,965	\$37,110	\$27,610
11	\$31,343	\$30,200	\$29,335	\$28,038	\$27,322	\$37,950	\$28,450
FY 2004							
1	\$26,527	\$25,374	\$24,649	\$23,781	\$23,202	\$30,249	\$20,670
2	\$27,977	\$26,825	\$26,100	\$25,225	\$24,649	\$31,005	\$21,426
3	\$28,250	\$27,097	\$26,372	\$25,497	\$24,921	\$31,772	\$22,193
4	\$28,522	\$27,369	\$26,644	\$25,769	\$25,193	\$32,548	\$22,969
5	\$28,794	\$27,642	\$26,917	\$26,041	\$25,466	\$33,334	\$23,756
6	\$29,425	\$28,271	\$27,564	\$26,683	\$26,100	\$34,131	\$24,552
7	\$29,697	\$28,543	\$27,836	\$26,955	\$26,372	\$34,938	\$25,359
8	\$29,970	\$28,815	\$28,108	\$27,227	\$26,644	\$35,754	\$26,175
9	\$30,242	\$29,087	\$28,381	\$27,499	\$26,917	\$36,581	\$27,002
10	\$30,514	\$29,360	\$28,653	\$27,772	\$27,189	\$37,418	\$27,839
11	\$31,603	\$30,451	\$29,578	\$28,271	\$27,549	\$38,265	\$28,686
FY 2005							
1	\$26,697	\$25,536	\$24,807	\$23,933	\$23,350	\$30,500	\$20,842
2	\$28,156	\$26,996	\$26,267	\$25,386	\$24,807	\$31,263	\$21,604
3	\$28,430	\$27,270	\$26,541	\$25,660	\$25,081	\$32,035	\$22,377
4	\$28,704	\$27,544	\$26,815	\$25,934	\$25,355	\$32,818	\$23,160
5	\$28,978	\$27,818	\$27,089	\$26,208	\$25,629	\$33,611	\$23,953
6	\$29,614	\$28,452	\$27,740	\$26,853	\$26,267	\$34,414	\$24,756
7	\$29,888	\$28,726	\$28,014	\$27,127	\$26,541	\$35,228	\$25,569
8	\$30,162	\$29,000	\$28,288	\$27,401	\$26,815	\$36,051	\$26,393
9	\$30,435	\$29,274	\$28,562	\$27,675	\$27,089	\$36,885	\$27,226
10	\$30,709	\$29,548	\$28,836	\$27,949	\$27,363	\$37,729	\$28,070
11	\$31,805	\$30,646	\$29,768	\$28,452	\$27,725	\$38,583	\$28,924

Steps	Senior Steno/Sr. Acct Clerk Typist	Steno/ Account Clerk/ Typist	Account Clerk/ Senior Typist	Typist	Clerk	Computer Network Manager	Compu. Support Technician
FY 2006							
1	\$26,892	\$25,723	\$24,988	\$24,108	\$23,521	\$30,753	\$21,015
2	\$28,362	\$27,194	\$26,459	\$25,571	\$24,988	\$31,522	\$21,784
3	\$28,638	\$27,470	\$26,735	\$25,847	\$25,264	\$32,301	\$22,563
4	\$28,914	\$27,746	\$27,011	\$26,123	\$25,540	\$33,090	\$23,352
5	\$29,190	\$28,022	\$27,287	\$26,399	\$25,816	\$33,890	\$24,152
6	\$29,830	\$28,659	\$27,943	\$27,049	\$26,459	\$34,700	\$24,961
7	\$30,106	\$28,935	\$28,219	\$27,325	\$26,735	\$35,520	\$25,781
8	\$30,382	\$29,211	\$28,495	\$27,601	\$27,011	\$36,350	\$26,612
9	\$30,658	\$29,487	\$28,771	\$27,877	\$27,287	\$37,191	\$27,452
10	\$30,934	\$29,763	\$29,047	\$28,153	\$27,563	\$38,042	\$28,303
11	\$32,038	\$30,869	\$29,985	\$28,659	\$27,927	\$38,903	\$29,164